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| <b>Section:</b><br>Emergency Planning              | <b>Subsection:</b><br>Evacuation/Relocation<br>Code Green | <b>Policy Number:</b><br>EPP-1094                |
| <b>Subject:</b><br>Elevator Use During Emergencies |   | <b>Reviewed Date:</b><br>June 2022, July<br>2016 |
| <b>Standard:</b>                                   | <b>Authority:</b><br>CEO                                  | <b>Supercedes:</b><br>Apr 2013 Apr 2009          |
|  |   | <b>Page 1 of 1</b>                               |

**Policy**

Elevators may be used during evacuation other than a fire, ONLY if authorized by the CEO/designate or the Fire Chief, at the time of the evacuation.

**Procedure**

1. A staff member will be assigned to monitor the elevator and assist with the transport in and out of elevators.
2. Residents leaving elevator should be removed to holding area away from elevator.
3. Access to and from elevators should be kept clear at all times.

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Authorized Signing Authority

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Date